

THE TULALIP TRIBES
Tulalip Data Services
Job Description

JOB TITLE: Application Systems Analyst II

JOB NUMBER: QCV 007-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED equivalent required.
- ☐ Bachelor's degree in computer science or related field of study or equivalent college or university education. (attach copy or degree or transcript with application).

SKILLS:

- ☐ Ability to work independently with little supervision, prioritizing and completing assignments and tasks
- ☐ Ability to think outside of the box when proposing solutions to problems
- ☐ Extensive knowledge of the .NET framework and C# / VB .NET development environment
- ☐ Familiar with relational databases and client-server concepts
- ☐ Extensive knowledge of software development lifecycles (SDLCs) and their utilization in software development projects
- ☐ Must be able to work well under pressure and within time restraints
- ☐ Ability to work within a dynamic work environment
- ☐ Ability to examine a given situation, analyze possible causes/reasons and recommend plan of action
- ☐ Must have excellent interpersonal skills – internal/external stakeholders, customers, development staff
- ☐ Must have excellent communication skills
- ☐ Ability to type 30 wpm without errors (test required)
- ☐ Ability to compose routine business correspondence, i.e., memorandum, letters, spreadsheets, reports, etc. (test required)

EXPERIENCE:

- ☐ Four (4) to six (6) years experience working with .NET software development projects
- ☐ Minimum of two (2) years experience writing documentation to describe program development, logic, coding and corrections
- ☐ Minimum of two (2) years experience converting project objectives to requirement specifications
- ☐ Minimum of two (2) years experience using UML standard to create models and diagrams for projects

OTHER REQUIREMENTS:

- ☐ Knowledge of project management software such as Microsoft™ Project
- ☐ Knowledge of modeling software such as Microsoft™ Visio
- ☐ Knowledge of office productivity suites such as Microsoft™ Office
- ☐ Must be willing to attend progressive job related training as requested
- ☐ Must be able to work evenings, weekends, and/or holidays as needed or requested
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other current and past employers

Physical Characteristics and/or Prerequisites:

- ☐ Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis.
- ☐ Ability to lift and carry 40 lbs. on a frequent basis.
- ☐ Mobility to bend, stoop, and/or climb stairs on an occasional basis.

Tribal Department: Tulalip Data Services

Employee Classification: Non-Exempt

Job Summary: Creates, reviews, analyzes, and modifies programming systems including documentation, encoding, testing, debugging and installing to support the Tulalip Tribe's software application systems.

Employee Reports To: Software Engineering Manager

Extent of Authority: Under the direction of direct supervisor, performs job duties providing support and service to all tribal software projects in accordance with established policies and procedures.

Specific Duties Performed:

1. Consults with users to identify current operating procedures and to clarify program objectives
2. Write documentation to describe program development, logic, coding, and corrections.
3. Write manual(s) for users to describe installation and operating procedures.
4. Modify existing operating procedures or project documentation to facilitate requirement changes.
5. Participate in continued education opportunities as necessary for successful completion of assigned tasks.
6. Performs other related duties as deemed necessary or requested.
7. Participate in the TDS mentoring program

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year.

Pay Range: \$26.43- \$29.12 DOE

Opening Date: 6/7/06

Closing Date: Until Filled